



Moseley U decide PROJECT APPLICATION FORM

Project Name	CAP Media Support Project		
Contact Name	Matthew Young		
Organisation Name	Ipcress Design		
Organisation Address (Including postcode)			
Is this a private address			
Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>		
Tel No.		fax	
Email			

1. What is the status of your group/organisation? <i>(Please tick all that apply and expand the box as required)</i>	
<p>Registered Charity</p> <p>Community Group</p> <p><u>Company</u></p>	<p>Voluntary Organisation</p> <p>Tenants Association</p> <p>Other, please specify</p>
<p>If a charity, please give the charity number</p>	
<p>Does your organisation hold any financial reserves? Yes / <u>No</u></p>	
<p>If Yes, please give information as to how much is held and what these reserves are for.</p>	

<p>Projects working with children, young people or vulnerable adults must have a safeguarding policy that explains how the organisation will make sure they will be safe. Staff and volunteers are also required to have up to date D&B (Disclosure and Barring) checks.</p>	
<ul style="list-style-type: none"> • Does your organisation have a safeguarding policy? YES / <u>NO</u> * • Do your staff/volunteers have up to date D&B checks? <u>YES</u> / NO 	



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* Staff generally work within other organisations, so adhere to partner safeguarding policies.

Please note evidence of D&B checks will need to be provided if your project is taken forward.

Depending on the nature of your project, you may require public liability insurance.

Does your organisation have public liability insurance? YES/NO

If yes, how much cover do you have?

If you don't have this cover, please explain why?

Applied for on a per project basis as and when required – due to the nature of this project, it is anticipated it will be required..

2. Please list which of the “Moseley U decide” objectives you will be delivering.
(see the guidance notes attached to this form)

This project is intended to support objectives 1, 3, 4 and 6.

1 - It is intended that the training proposed would build the capacity of those involved within the project.

3 – The technical and engagement work, together with the tools in development would support aspects of the outreach work and evidencing their efficacy.

4 – The intention of the project is not only to provide support to enable broader engagement and involvement with the CAP, but to provide technological tools for those within the project to use.

6 – The social media aspect of the project would contribute towards providing material for a digital record of the CAP project, as well as providing an accessible repository for that record.

3. What do you plan to do with the Moseley CAP grant you are seeking?
(Expand these boxes as required. Please keep your response to a 400 word maximum)

The intention of the project is to set up a social media framework which will provide multiple opportunities to underpin, support and broaden the work being carried out by the CAP.

The aim is to create a content management system website via Drupal [either discrete or to integrate as part of the CDT website – whichever is preferred] which would not only increase awareness of the work being done and publicise the broader activities taking place as part of the CAP but would also enable the simple production of surveys and other interactive tools to collect rich data in a range of formats. These survey tools could be accessed on a variety of mobile devices, bringing the data together in a single system and supporting the work of those involved in the outreach aspects of the CAP.

This hard data could then be used to contribute to the perceived efficacy of the CAP as a whole via inclusion in project summary and further funding application documents.

The project would also include the development and use of familiar social media tools – Facebook and Twitter, for example – to further increase awareness and engagement, generate publicity in wider media, increase evidenced involvement and consultation opportunities and provide simple feedback and monitoring tools. It would also enable 'the dissemination of the positives' – providing a forum for people to see the good work being done in the community.

Evidence from other CAPs indicate that a major issue is that those within the community are frequently unaware of where to go if they have an alcohol related problem. This project would aim to act as a signpost to suitable agencies and provide a single port of call for all residents, organisations and businesses within the area. It is intended that cascading knowledge in this manner would also help to sustain the project.

It is intended that the project framework would not require much effort to be sustainable beyond the funded period and, to that end, it is envisaged to provide training workshops for those involved in the project to use the system to its maximum effectiveness.

The Islington CAP final report noted:

“Other more innovative promotional strategies also need to be developed to reach a wider audience.”

This is the aim of the CAP Media Support project – to get the information out there and to get people using it.

4. Please tell us what evidence you will gather to demonstrate that your project has been a success? *(Expand these boxes as required but please keep your response to a 400 word maximum)*

All aspects of the framework are easily evidenced via retrievable digital qualitative data which forms the backbone of the project [such as web articles, twitter / facebook user's comments] or quantitative data such as website hits. The use of the survey tools by outreach staff would be straightforwardly evidenced and their continuing development would be led by the users ensuring it is as useful, relevant and user friendly as possible.

A summary report would be provided at the conclusion of the project to bring all of this data together, demonstrating where the proposed tools have been successful in supporting the work of the CAP and how it could continue to be used in the future. This would detail the successes and lessons to be learned, signposting directions for the future of the project.

5. Please explain what positive difference will your project have?

(Expand these boxes as required but please keep your responses to a 300 word maximum)

As mentioned, the aim is to publicise the positives. Where the CAP has a success, it is important to disseminate that information to ensure as many people are aware of it as possible.

Community perceptions are significant for projects of this nature, particularly with regard to safety. The aim of the media support project is to ensure that people within the area are aware of what is being done which, it is hoped, would contribute positively to the community's image.

The more the community is aware of the project and what is being done, the more people are likely to feel comfortable in interacting with it and increasing involvement.

The provision of tools to support the collection of evidence should also enable resources and efforts to be more precisely targeted on areas of perceived need, broadening the potential success of the project as a whole.

At present, it is hard to quantify outcomes as the project is intended to support the work of others involved with the CAP as a whole, but it is envisaged that acceptable SMART targets could be set with CAP staff at the outset.

6. Please tell us the period in which your project will run including a start and end date.

1st February to Jun 28th 2014.

PROJECT FUNDING		
7. Please advise of any other organisations supporting your application and indicate whether any funding has been committed by these organisations.		
Organisation Name		Please confirm whether funding is approved, waiting decision or that non financial support is being provided.
	£	Approved / Awaiting Decision or other support (non-financial)
	£	Approved / Awaiting Decision or other support (non-financial)
	£	Approved / Awaiting Decision or other support (non-financial)
Total – Other funding sources towards your project	£	
Total – funding being sought from Moseley CAP	£4,980.00	
Total funding required for your project	£4,980.00	

YOUR PROJECT COSTS

8. Please provide a breakdown of your project's costs

Please note this should be a breakdown of the total project costs and not costs just for one ward (if you are applying to a number of wards).

Actual costs	£	value of match funding cash or in kind	£
Employees (salaries & overheads)	4000		
Administrative expenses	50		
Office costs	50		
Equipment	450		
Printing	100		
Training	-		
Travel	30		
Other (1) Room hire [training]	300		
Other (2)			
Other (3)			
Total project costs			£4,980.00
Total match funding			£0.00

9. What will happen to your project when the grant is spent? (Funding can only be approved for use until the 30th June 2013 – 200 words please)

The framework itself, and the skills to use it, will remain available for the community to use. The key to the first stage of the project is to set up and develop a valuable resource which people are able and keen to use, and ensure it will continue to be of use to both the community and CAP-related projects in the future.

For the duration of the project, possible future partners and sponsors would be identified to cover the minimal costs the basic technological framework would entail for upkeep.

10. We expect projects to be open to all who want to be involved. If your project seeks to improve things for any particular section of the community, please use this space to tell us who and why (200 words please).

It is intended that this project would be of benefit to the whole community of Moseley and the wider environs, but it is hoped that the findings of the report into the use of technology in this manner would be of interest and use to CAPs nationally.

11. Along with your completed application form, please also send to us a copy of the following documents:

- Your organisation's constitution
- Your organisation's most recent audited accounts. If you do not have accounts a copy of a recent bank statement for your organisation.
- A copy of your safeguarding policy
- A copy of your public liability insurance document
- A copy of your equal opportunities policy



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Contact Name	Matthew Young	Signature	M Young
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Role in the organisation	Manager	Date	12/01/14
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Details of grant payments to voluntary and community sector organisations are published on the Moseley Community Development Trust website – www.MoseleyCDT.com

By submitting this application, you are agreeing that your details will be published, should your application be successful.



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GUIDANCE FOR COMPLETING THIS APPLICATION FORM

Birmingham City Council has received funds from the Government's Department for Communities and Local Government to tackle problems arising from street drinking and begging in Moseley. Moseley Community Alcohol Partnership is reliant upon these funds.

Generally, any properly constituted organisation may submit a project application. Individuals may not apply. Moseley CAP has £13,000 to distribute to local organisations who can help progress the objectives listed above. We anticipate high demand for these funds and so cannot guarantee every applicant will receive funding. Local people and community groups are behind the delivery of this grant program and will help shortlist projects that will be presented at a public meeting where residents by public vote will make the final decision on the projects presented to them.

Before applying for funds from Moseley CAP you should ensure that you have a copy of the application form and read through these guidance notes, so you can ensure that you are providing the information required. You should also ensure that you understand the background to the Moseley CAP and its priorities. If you don't look, at Moseley Community Development Trust website for information about the Moseley CAP.

QUESTION 1

Please identify your project's name - try and capture the main aim of your project in the name you choose.

Please provide a contact name, your organisation name and address and contact details. The information required is self-explanatory. Please ensure that you indicate whether the address you have included is a private address. **Your email address is important – most communication around this process will be by email.**

Please ensure that your contact person also signs the form. If you intend to email the application to us please ensure that a signed hard copy of your application is also sent by post to Moseley Community Development Trust, The Moseley Exchange, 149-153 Alcester Rd., Moseley, Birmingham B13 8JP or by email to administrator@MoseleyCDT.com



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Please give details about the status of your group/organisation and if you are a registered charity please provide your charity number.

In order to make an informed decision we will need to know about your current financial position. You will be asked to provide a copy of your organisation's most recent audited accounts (or bank statement for smaller groups) but you also need to provide details of any current reserves your organisation holds and any further information regarding these reserves, for instance what they will be used for.

Projects working with children, young people or vulnerable adults must have a safeguarding policy in order to explain how the organisation will ensure that they will be safe. Staff and volunteers are also required to have up to date D&B (Disclosure and Barring) checks.

Please indicate if your organisation currently has a safeguarding policy and if your staff / volunteers have up to date D&B checks. If your project requires Disclosure and Barring checks, you will need to provide evidence if your project is taken forward by the Moseley CAP. If you have any enquiries regarding safeguarding please contact Birmingham City Council Safeguarding Boards for children / adults.

The nature of your project may require you to have public liability insurance. Please indicate whether your organisation currently has public liability insurance. If you are unsure whether you require public liability insurance for your project please contact Moseley Community Development Trust who will be able to advise you.

QUESTION 2

Objectives for the Moseley U-decide project

To maintain low numbers of street drinkers and beggars, the Moseley CAP plans to deliver the following objectives in year two

1. Build the capacity of local residents, community groups and traders to understand how to manage difficult situations involving street drinkers in 2014 and beyond.
2. Deliver local surgeries for street drinkers and beggars living in rented accommodation to find support and advice from specialist agencies in the City.
3. Co-ordinate and deliver outreach work that will lead to the greater use of support services by local street drinkers and beggars.
4. Engage local residents, school children and traders in the education of others about the problems associated with alcohol dependency.



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5. Secure resources to allow the continuation of the Moseley CAP.
6. Produce a digital record of the Moseley CAP project and the lessons learnt.

You may wish to consider the following project examples:

- An evening outreach services in the Moseley.
- Health and advice surgeries for street drinkers and beggars in Moseley
- An alternative giving scheme, to help street drinkers and beggars in Moseley.
- Workshops in community venues, schools or youth centres.
- A digital storytelling project.
- A fundraising strategy for Moseley CAP

QUESTION 3

Please tell us about your project including identifying why it is needed and which objective it will be trying to progress. You should refer to Moseley CAP objectives for this fund to ensure that your project meets at least one of them. Please identify what activities you will be delivering, you may wish to include SMART objectives.

QUESTION 4

We will need evidence from you to show that you have successfully delivered your project's aims and objectives. We need to understand how you will do this and what you will measure.

QUESTION 5

It is important that it is clear what difference your project will make (your outcome). When describing your outcome use words that indicate change.

QUESTION 6

Please tell us what period your project will run including an end date.



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Please note if your project is approved funding cannot be provided for costs prior to the date of approval and your project should be completed by the 30th June 2014. Please consider this when identifying the period in which Moseley CAP funding would be supporting you project.

QUESTION 7

Please tell us how your project will be funded including details of any other organisations involved.

Please list any other organisations that are supporting your application and include details of any funding that is being committed from these organisations. For any funds detailed it is important to identify whether this funding is fully approved or whether you are waiting for a decision from the organisations listed. The other organisation might be a department of the City Council; another funding sources such as the lottery, or another public service agency such as the local police.

Please note if you have identified that funding has been secured from another source you will need to supply written evidence of this along with your application.

QUESTION 8

Please provide a breakdown of your project's costs. Please ensure that this is completed for the total cost of your project. When your application is submitted we need to assess the overall financial viability of your project. We therefore need to be able to see that the funding you are hoping to receive from the Moseley CAP, along with funding from any other sources, is enough to cover the full costs of your project. *Please note, that we anticipate that the majority of awards will be up to £5000 (unless there are exceptional circumstances that merit a larger amount being awarded to a project).*

You should show how you intend to use any funding, for example, whether it is for staff wages or equipment etc. You are not strictly bound by the amounts in this budget breakdown at this stage as they can be fine-tuned later when a more detailed evaluation is undertaken on your proposal's financial feasibility.

QUESTION 9

Tell us about what will happen to your proposal once your funding is spent. You should explain fully what will happen to your project after the 30th June 2014 and what will



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happen to any staff and equipment. If the project is to last longer we want to know how you intend to make this happen.

QUESTION 10

If your application seeks to improve things for a particular group please use the space on this page to identify which groups you are aiming to reach. You could also include some brief details here on the barriers that that you are trying to overcome.

QUESTION 11

To qualify for grant aid you will need to supply supporting documentation such as your organisation's constitution, a statement of organisation's most recent audited accounts (or your organisation's bank statement for smaller organisations), a copy of your safeguarding policy, equal opportunities policy and proof of public liability insurance if applicable.

We strongly advise you to supply these documents when returning your application. If you are not able to provide these with your application form please contact Moseley Community Development Trust.

Please ensure that your contact person signs the form and gives details about their role in the organisation. Please date the form.

If you intend to email the application to us please ensure that a signed hard copy of your application is also sent by post to Moseley Community Development Trust.

WHAT HAPPENS NEXT

Once completed, your form should be submitted to Moseley Community Development Trust, who, along with local community representatives, will check that your application satisfies the information covered in this guidance. If your project meets the priorities of the Moseley CAP, it will be considered in more detail. If it is felt that your project will benefit Moseley it will then progress to the public meeting for further scrutiny by residents. You may be contacted for further information before the public meeting.

The selection panel will use the following criteria during the assessment process:

- The applicant should be formally constituted?
- How many of the U-Decide objectives does the project address?.
- The project must be completed by the 30th June 2014. So is the project effective when street/drinkers and beggars are present?



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- Has any necessary match funding been secured?
- Does the project add value to what already has been delivered in year one?
- What evidence has been provided that the project is likely to succeed?
- Does the project duplicate or complement any of the existing Moseley CAP's partners work?
- Can the project become sustainable?

If your project does not receive a successful assessment it will not be taken forward and you will be informed in writing. However, it may be possible that your application could be strengthened by combining with another applicant to develop a project that meets our criteria. If this is the case, we may recommend that you apply again within a short timescale.

If your project is successfully assessed it will be taken forward to the public meeting and vote. You will be required to present your proposals at this meeting to local residents.

If you're application is successful you will be informed by Moseley Community Development Trust who will advise you on the best way to take the project forward.

1. A successful application may be taken forward by the issuing of a grant under the Moseley CAP's Conditions of Grant Aid (COGA).
2. Moseley Community Development Trust will send you the COGA for completion by your organisation – by signing this document your organisation will be agreeing to accept the grant on the terms and conditions set out in the COGA.
3. When all required assessments have been completed and all necessary documentation has been received, including a signed COGA, Moseley Community Development Trust will arrange for the release of the funds for your project.
4. You will be required to complete a Project Certification and Claim Form which will confirm that your project has been completed in accordance with your approved application.
 - You will be asked to attach evidence (copies of receipts/invoices) of the total expenditure incurred.
 - You will be required to provide evidence that your project has carried out the activities detailed in your application and that you have achieved the project outcomes you identified.
 - You will certify that all expenditure has been incurred in accordance with the approved project and all project objectives have been achieved.



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- Completion of the Project Certification and Claim Form will enable the payment of any outstanding funding to be released.
 - If sufficient evidence cannot be provided then Moseley CAP reserves the right to demand repayment.
5. You may be called upon at any point during the project's implementation to provide a report covering the project's progress and any other successes or achievements. The report should be preferably supported with any photographs of the project in action.